

"Getting Wiki With It"

Learning the Basics to Create a Classroom Wiki



I. Creating an Account

In September 2008, the folks at Wikispaces gave away their 100,000th K-12 wiki. They know a good thing when they see it so they're giving away another 250,000 ad-free, private K-12 Plus wikis! All the features and benefits that normally cost \$50/year – for free. No fine print, no usage limits, no advertising, no catches.

Get yours now!

1. Go to www.wikispaces.com/t/x/teachers.
2. Complete the form shown below. Be sure to certify that your space will be used exclusively for K-12 education and click "Join."

Wikispaces » for teachers - Windows Internet Explorer

http://www.wikispaces.com/site/for/teachers

Google

Bellwood-Antis School District... Wikispaces » for teachers

Join Now

Fill in the fields below and you are done.

1. Username
2. Password
3. Email Address

We will not spam or share your email address.

4. Make a Wiki? ☒ Yes ☐ No

Create a wiki now or after you join.

5. Wiki Name

Choose a name between 3 and 32 characters long.

6. Wiki Permissions ☒ Public (free)
Everyone can view and edit your pages.
☐ Protected (free)
Everyone can view pages, only wiki members can edit them.
☐ Private (free for educators otherwise \$5/month)
Only wiki members can view and edit pages.

7. Educational Use ☐ I certify this wiki will be used for K-12 education.
We may contact you via email to verify use.

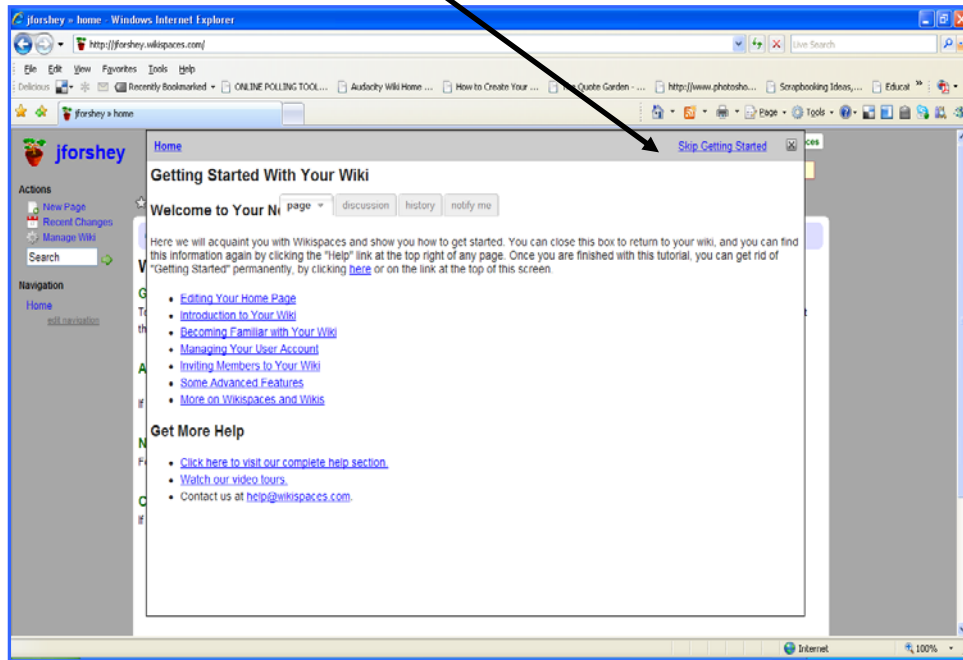
[Terms of Use](#)

Done Internet 100%

4. You will be brought to your new space. 😊
5. Check your email for a message indicating you have created a new wikispace. Keep this info (username, wiki name and wiki address) for your records.

II. Welcome to Your New Wiki ☺

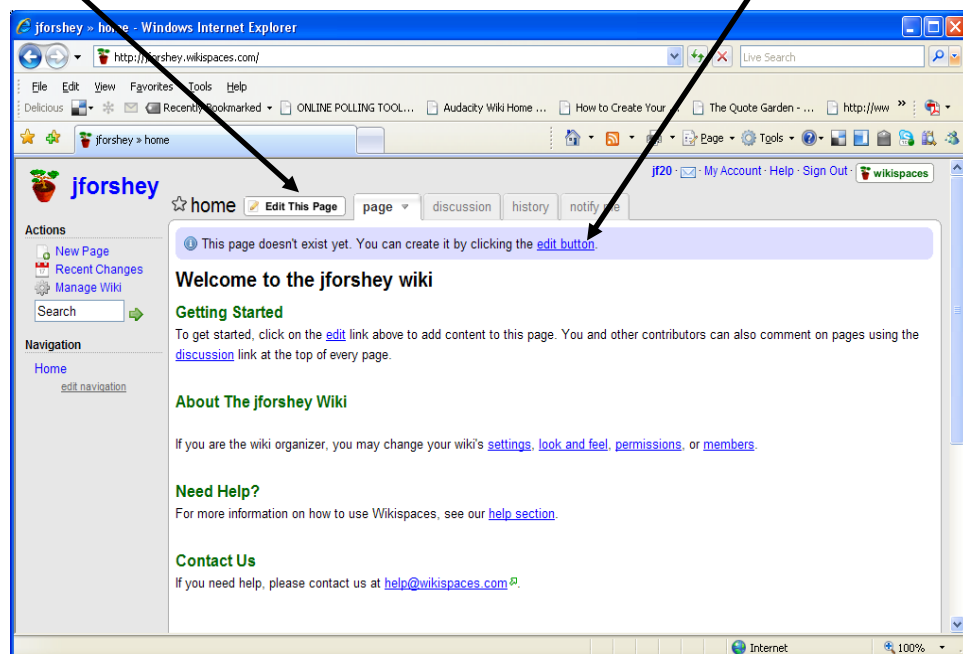
1. This page will help to acquaint you with Wikispaces and show you how to get started; however, click the “Skip Getting Started” link on the top corner of the page for now.



You can find this info again by selecting the “help” link at the top right of any page, and/or go to the Wikispaces Help Wiki specifically designed to answer teacher-related question: <http://help.wikispaces.com/Help.Wikispaces.Teacher+Help>.

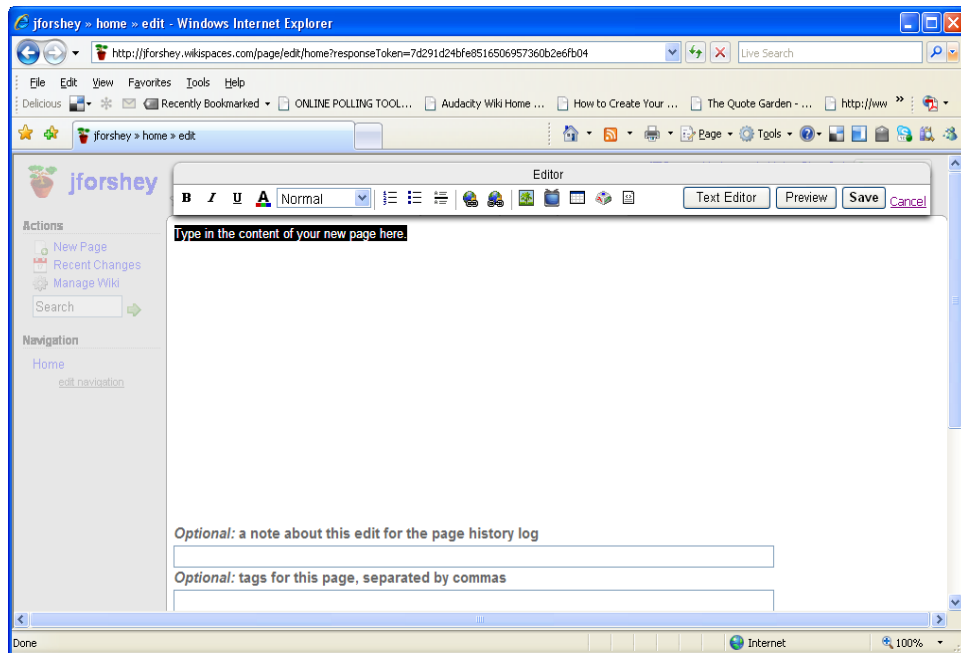
III. Editing Pages Within Your Wiki

1. Your home page does not exist at this point. Click the “edit button” or “Edit This Page” button in order to do so.



2. Like a word processor, the page editor allows you to add and modify text, images, files, lists and/or links to a page.

Each editable page on Wikispaces has an "Edit This Page" button located at the top of the page. Sometimes the button will look slightly different or be in a different place, but it should always be easily recognized.




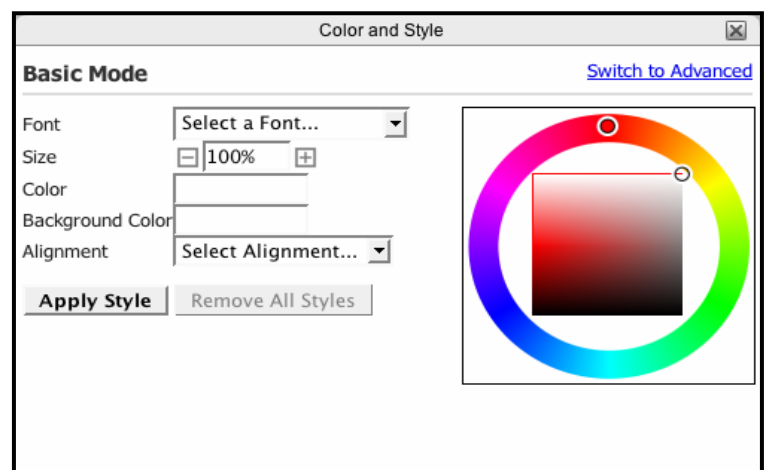
A. Formatting Text

When you are in the Edit mode, you will see options on the toolbar at the top of the page to bold, italicize, underline, and bullet or number. You can also format text in various headings or add a horizontal line break to your page.


- To format text, enter your info, highlight it and click on the option the option you desire.

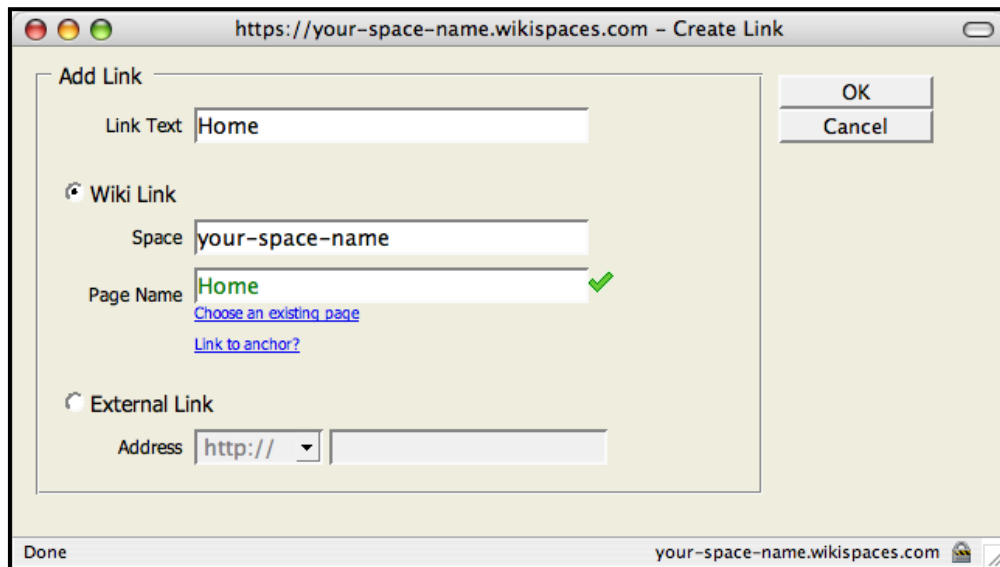
You can also change the font, color, alignment, or size of your text.

- Enter your text, highlight it, then click on the text formatting icon  in the toolbar .
- This screen gives you the option to change the font style, size and color, the background color for the font, or the alignment of the text.
- Make your selections and choose "Apply Style".
- Note:** To view the color palette, click in the "Color" and/or "Background Color" boxes.




B. Adding or Removing Links

- Click "Edit This Page."
- Highlight the text you wish to link and click the earth icon  in the toolbar to add a new link.
- Another window will appear with an option to create a link to a page in your space or to another website or wikispace. If you create a link to a page which has not yet been edited, the page name will appear in red. If the page already exists, the page name will appear in green.

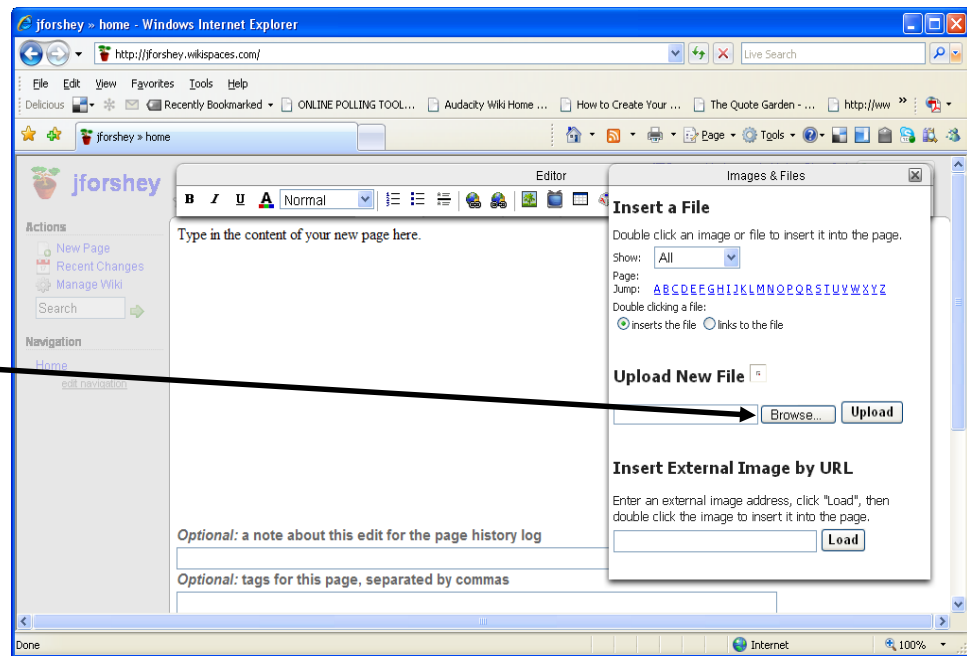


- To remove a link in the visual editor, put the cursor on the link, or highlight the link, and hit the broken link earth icon. 

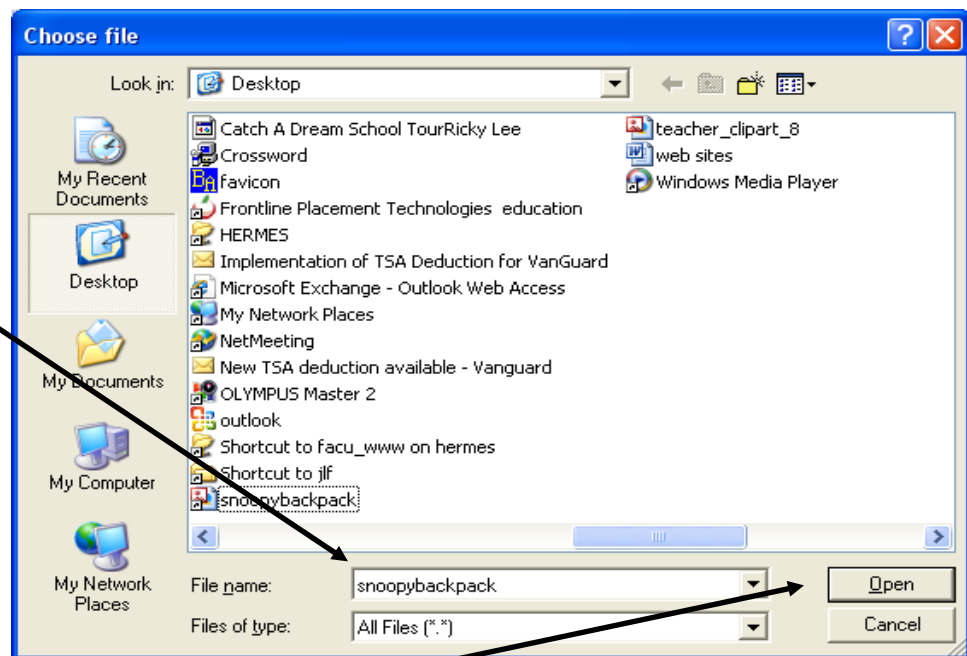
C. Inserting Image and Files

- In edit mode, place the cursor at the position on the page where you wish to put the image or file.
- Click the image icon.  (The one that looks like a tree.)
- Use the "Upload New File" or "External Image URL" dialog box to select the image or file you wish to place on your page.

- Click on the “Browse” button to locate the graphic or file you wish to insert.

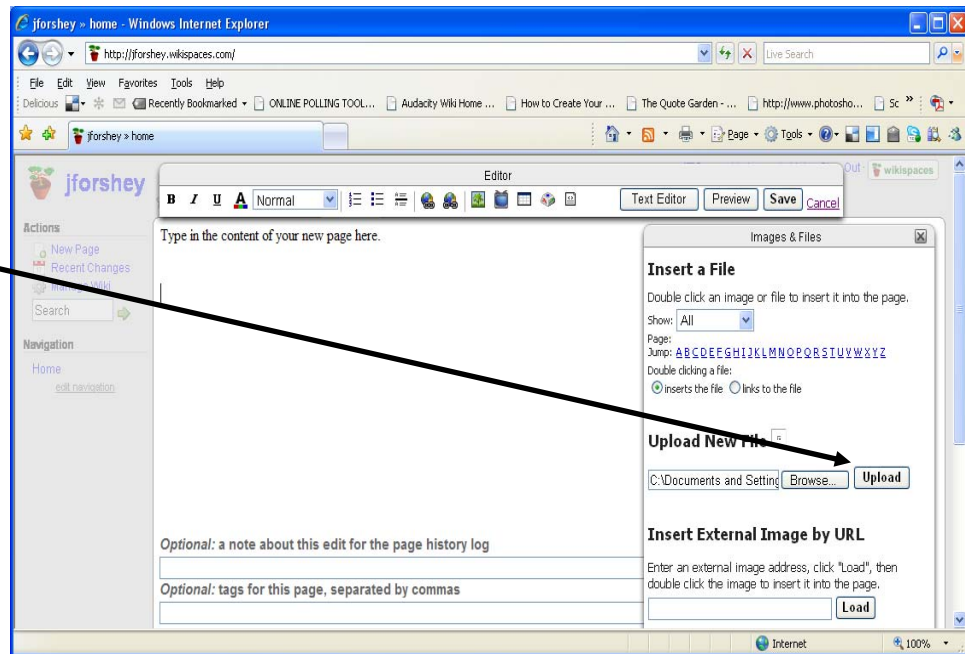


- Navigate to your graphic or file and select it.

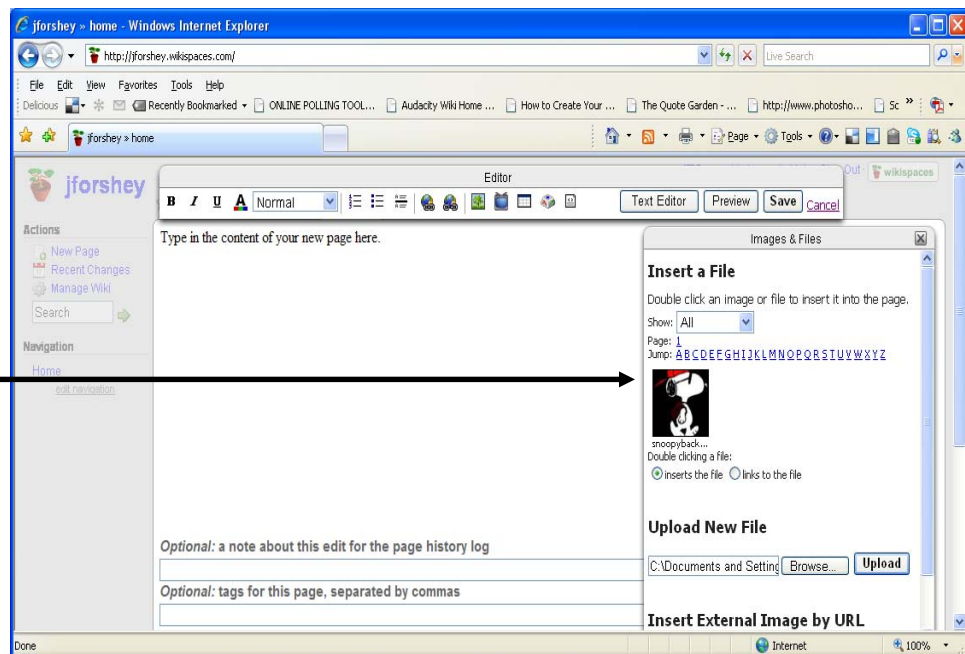


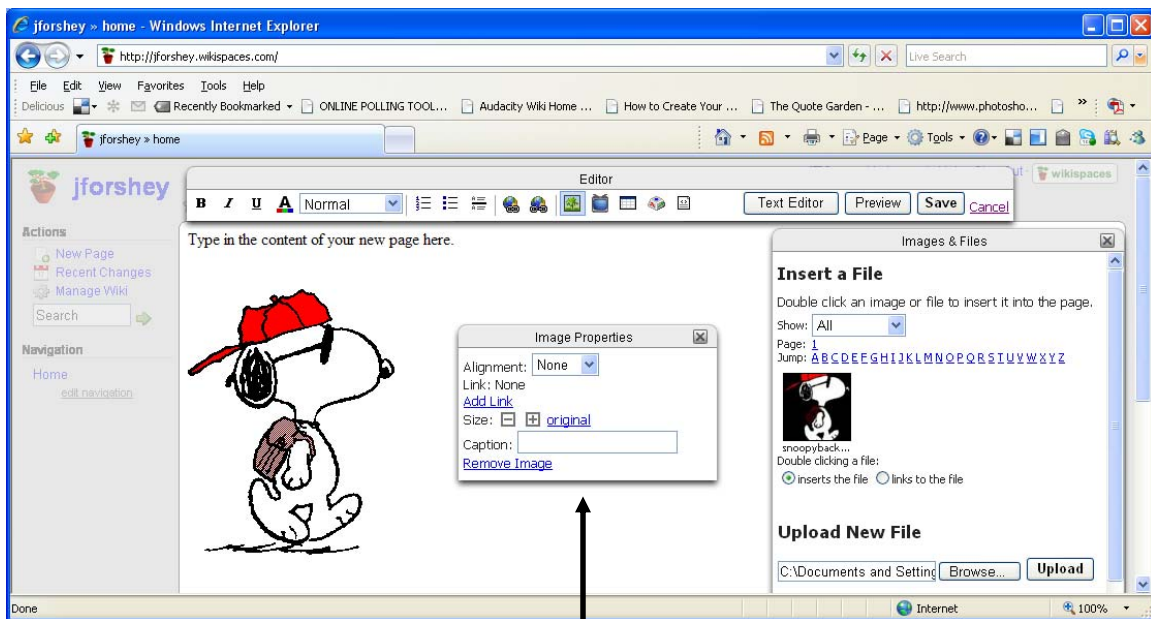
- Click “Open”.

- Click the "Upload" button.



- Double click the image or file to place it on the page.

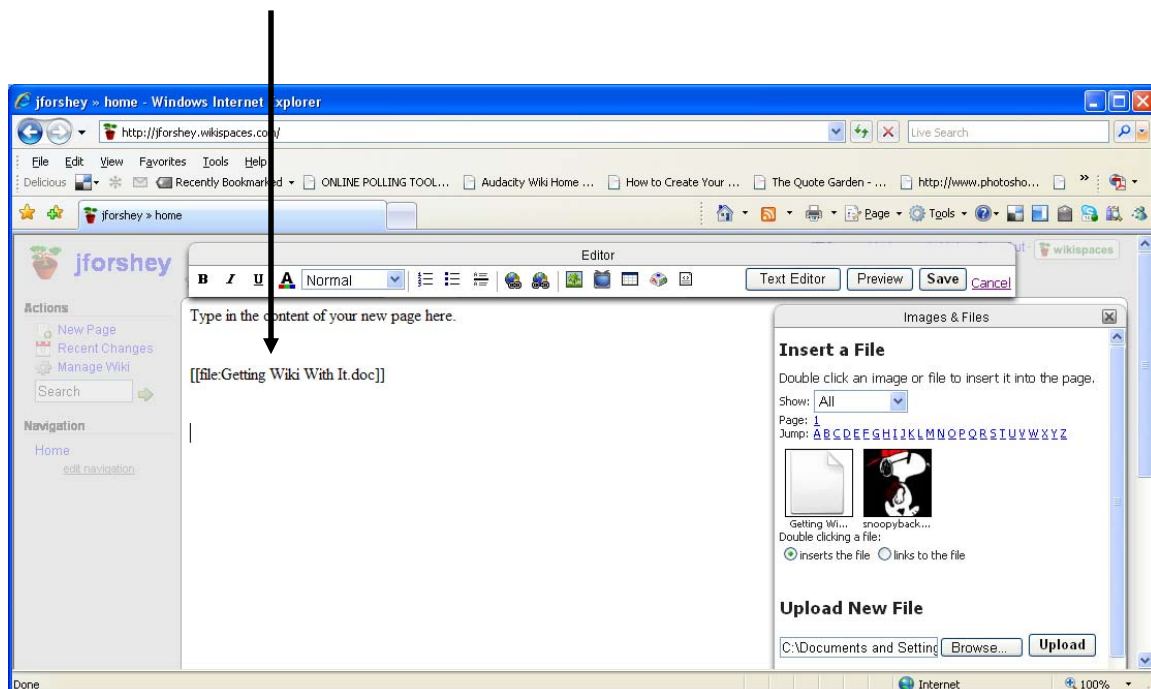




Once an image is inserted, the “Image Properties” dialog box appears allowing you to align the image, link it to another file and/or to add a caption. Make your selections – if any – then close the “Image Properties” window.

You can continue to upload additional images and/or files by repeating the steps listed above. Otherwise, close the “Images & Files” window.

As previously mentioned, you can also insert a file. In order to do so, follow the same steps as you would when inserting an image. The graphic below illustrates what the screen would look like if you inserted a file, such as a Word or PDF document.



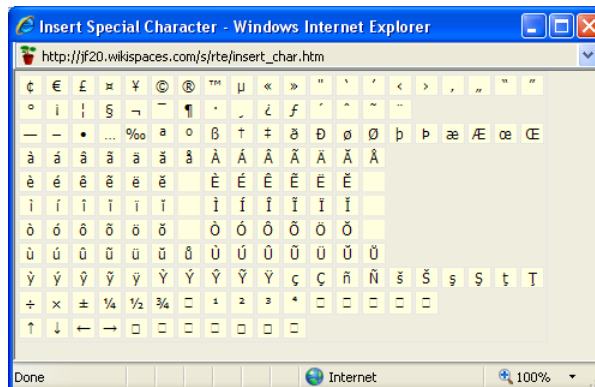
D. Adding a Symbol

If you would like to add a special character to the page, such as a Euro sign € or a superscript number, click "Edit This Page" and click on the "Special Character" icon




in the toolbar. The "Insert Special Character" dialog box will then appear.


- Click in the special character you wish to insert and it will appear on your page. The dialog box will then automatically close.
- Complete these steps each time you wish to add a new character.



E. Can I add other forms of media to my wiki?

Yes! 😊 The embed widget button on the toolbar  allows you to embed other "dynamic content devices" such as calendars, audio, video, spreadsheets, slideshows, music, polls, maps, etc... But let save that option for another "Tech Tuesday" session. If your curiosity gets the best of you in the meantime, check out the help section for more details.

F. Can I add a table to my wiki?

Yes! 😊 You can create tables by clicking on the table image  in the toolbar, but that's another advanced feature, so until we meet again, please see the help section for the "know how".

G. How do I spell check my work on the wiki?

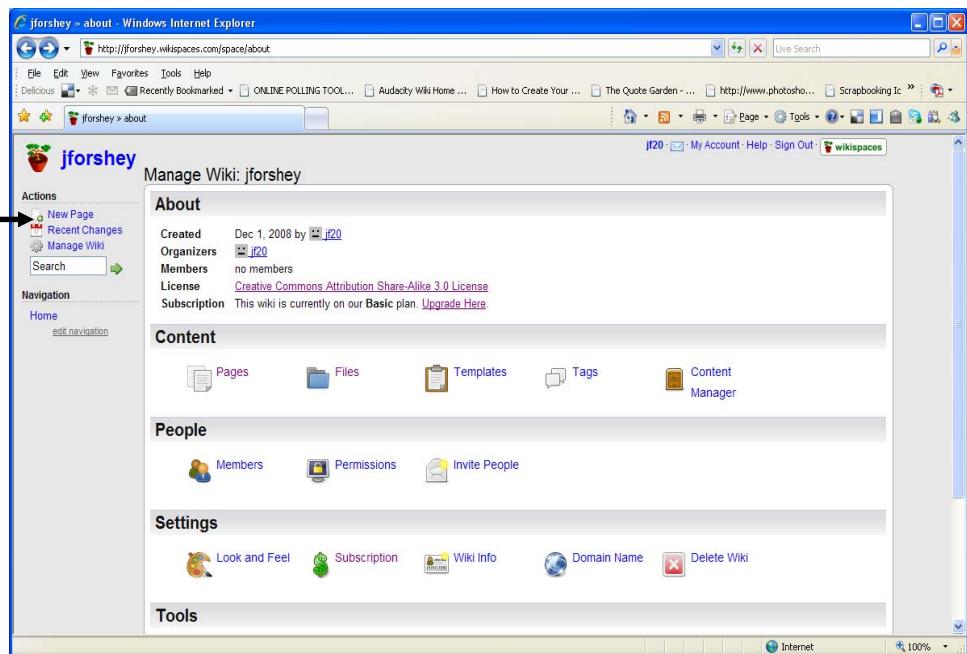
Some browsers, including Firefox 2, have built in spell checkers, where misspelled words will be underlined in red. If you are using Internet Explorer, you can download a spell check browser extensions, such as ieSpell at ispell.com.

H. Can I build my wiki in a language other than English?

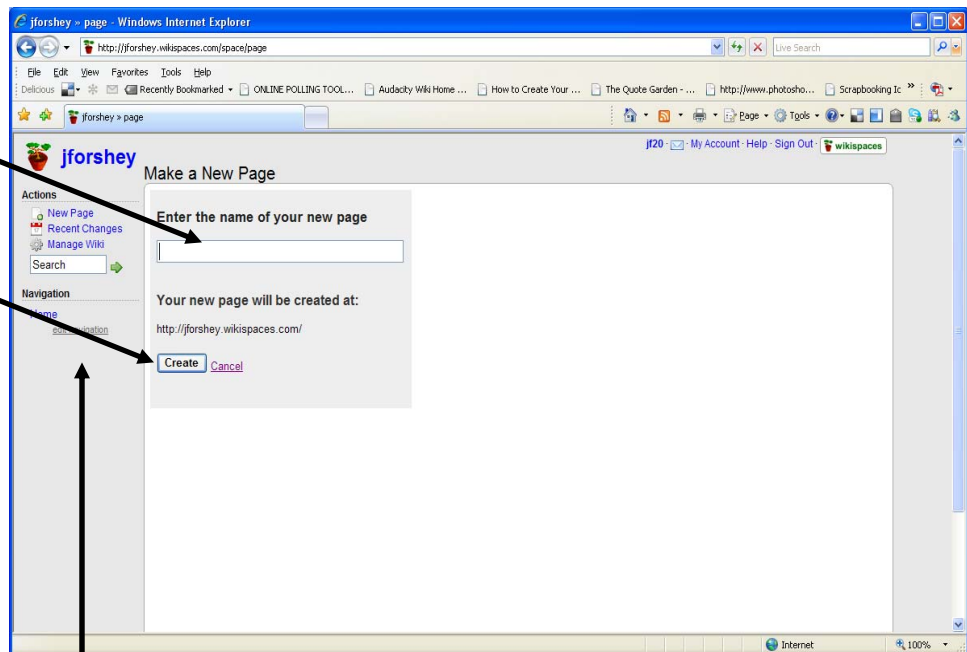
Foreign language teachers love the answer to this question ~ Yes! 😊 Wikispaces stores all pages and message data in UTF-8. This means that you can build your wiki in nearly any language on earth and it will appear correctly. Is that cool or what? See the help feature for additional information.

IV. Creating a New Page

- Click on the “New Page” link to create a new page for your space.



- Enter the name of your new page. Then click “Create”.

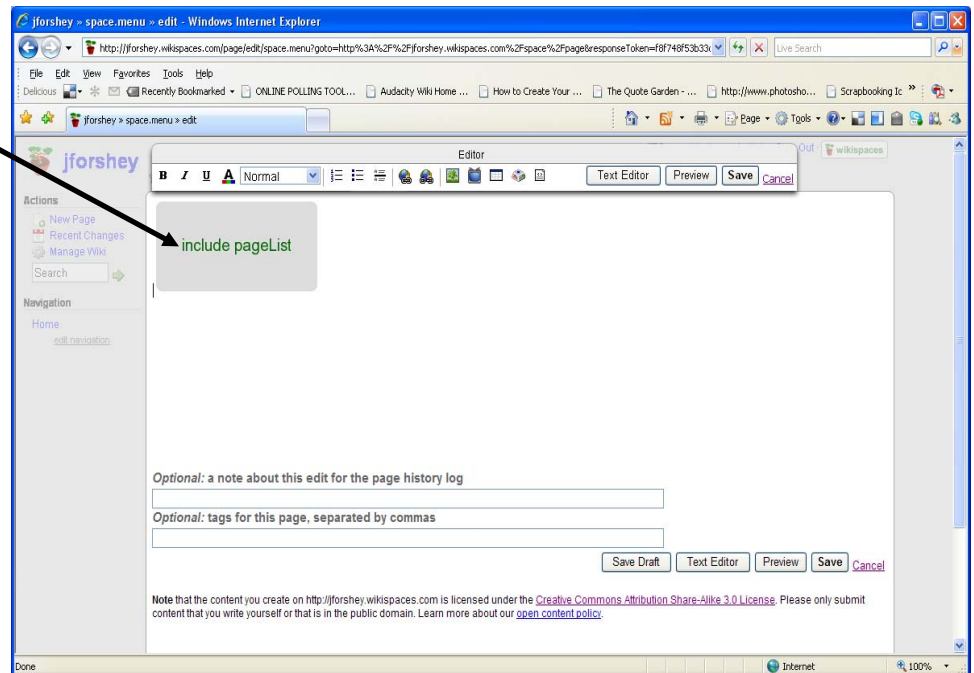


- Once your new page is created, you will be able to edit it as you desire. You will also be able to link this new page to an existing page in your wiki by clicking the “edit navigation” link.

- To create a link on the navigation list, enter the name of your new page, highlight the text, and create the link. (If you have lost your mind by this point, see previous instructions on how to create a link.)

OR...

- If the “include pageList” text box appears on the “edit navigation” page, a link to any newly created page will automatically appear on your navigation list. You can disable this feature by clicking on the box and then deleting it.

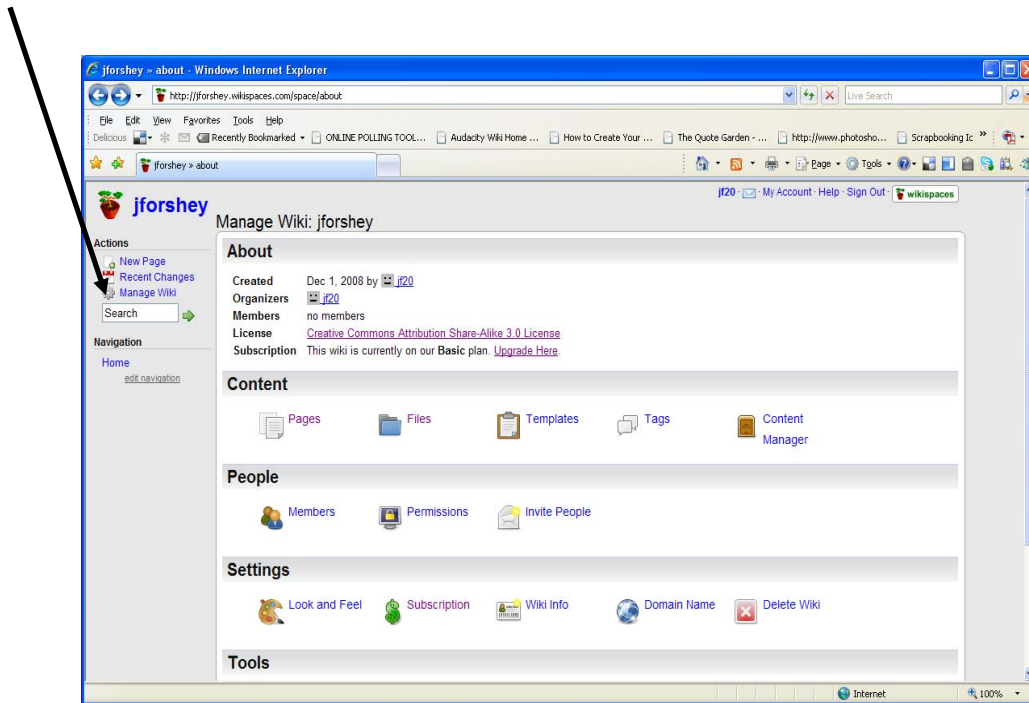


As with any technology project, click “Save” often in order to avoid losing all of your hard work! 😊 There is a “Save” button located at the right on the top and bottom of each page on your wiki!

FYI: If you experience technical difficulties and your browser unexpectedly closes before you had the opportunity to save your work ~ don’t fret too much! A neat feature of a wiki is that it automatically saves a draft of your work. As a result, the next time you access an “unsaved version” of a page you were editing, you always have the option to “Load Previous Draft” or “Discard Previous Draft”. Select the option that applies to your situation.

V. Managing Your Space

The “Manage Wiki” link allows you to make the following decisions about your wiki.



- Alter the entire look of your wiki, from the background color to the logo.
- Create, lock, rename, redirect, print and delete pages.
- List and upload files.
- Learn and manage the discussion area that exists for each page.
- Every version of the wiki is saved. Learn how to view the history of each page, how to view previous versions, and how to revert back to these versions.
- See statistics for your page, such as how many people are visiting, which members are editing your space, etc.
- Receive notifications of when changes are made to your page.
- Change the domain name of your space.
- Set permissions for your space to determine who can view or edit it.
- And much more!

Be sure to experiment with these options to learn more about managing your wikispace! 😊

VI. Tricking Out Your Wiki

Some teachers have also begun to modify the look of their wikis by embedding Web 2.0 tools such as Glogster (www.glogster.com) to create attractive customized home pages. Be sure to check out the glog I created for my wiki at jf20.wikispaces.com/Wikis.

There are also various tools on the web that allow you to create custom headlines for your wiki. A few examples include:

- www.sparklee.com/
- www.glitterkiss.com
- www.dressupmyspace.com/gyw1.shtml

* BTW: Don't be scared away from web sites that refer to "My Space". The web tools that students utilize to enhance their "My Space" pages are the very same tools that teachers can use to add some creative flair to their wikis!

VI. Additional Wiki Information

So, there you have it: An introduction to help you create your very own classroom wiki! Of course, there are a lot of "bells and whistles" than can be experimented with, but these instructions should be enough to get you started on your journey into the wonderful world of wikis!

If you need further assistance, please don't hesitate to contact me!

In the meantime, please visit jf20.wikispaces.com/Wikis for additional wiki information regarding:

- Uses, Educational Benefits and Classroom Applications
- Real-World Examples
- Other resources including the following articles: Wiki as a Teaching Tool, A Wiki Walkthrough, For Teachers New to Wikis, Using Wikis as Collaborative Writing Tools, and Seven Things You Should Know About Wikis.
- And lots more, so be sure to check it out! ☺



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